

## **Pre-Bid Meeting Summary**

### **S00R2600024 – Broadband Device Purchase and Distribution**

The following is a summary of items discussed at the Pre-Bid Meeting held on Tuesday, March 19, 2022 at 11:00 a.m.

This summary is intended to be a general record of the meeting and *does not* constitute an amendment to Invitation for Bids (IFB).

- Introduction: The meeting opened at 11:04 a.m. The Department of Housing and Community Development (DHCD) Paul Dickman introduced DHCD staff.

The following (DHCD) staff presided;

Paul Dickman, Procurement Officer  
Tierra Ali-Said, Procurement Officer  
Kenrick Gordon, Contract Monitor  
Ronnie Hammond, Program Manager for Digital Equity & Inclusion

Twenty-nine (29) representatives from thirteen (13) unique vendors attended. See Sign-In Sheet under separate attachment labeled “S00R2600024 – Broadband Device Purchase - Pre-Bid Attendance Sheet”

- **Overview:** Mr. Dickman went over key information of the solicitation.

Solicitation Number: S00R2600024  
Title: Broadband Device Purchase and Distribution  
Questions Due: Friday, April 29, 2022 at 5 PM Local Time  
Bid Due: Thursday, May 5, 2022 at 5 PM Local Time  
MBE Goal: None  
VSBE Goal: None  
SBR Procurement: No

- **IFB Section 1, page 7 – Bidder Minimum Qualifications:** Mr. Dickman pointed out that in order to satisfy the Bidder minimum qualifications, a Bidder must complete and submit the Experience Affidavit found as Attachment P on page 72 of the IFB; and submit a signed Letter of Authorization confirming its status as an authorized reseller of products described in IFB Section 2.



- **IFB Section 2, page 8 – Scope of Work:** Mr. Dickman pointed out the Scope of Work and introduced the Contract Monitor, Kenrick Gordon to speak further regarding the Scope of Work.
- **IFB Section 4.17, page 23 – Acceptance of Terms and Conditions:** Mr. Dickman called attention to this section of the IFB and stated that, the Offeror, if selected for award, shall be deemed to have accepted the terms and conditions of this IFB and the Contract. Any exceptions to this IFB or the Contract must be clearly identified in the Executive Summary of the Technical Proposal. All exceptions will be taken into consideration when evaluating the Offeror's Proposal. The Department reserves the right to accept or reject any exceptions.
- **IFB Section 5.5, page 31 - Delivery:** Mr. Dickman also called attention to this section of the IFB and stated the importance of submitting proposals via eMMA and not directly to the DHCD office or through email. **He also stated the importance of submitting Proposals before the due date to allow time to resolve potential difficulties in the electronic submission process, and to ensure that all Bids are submitted to the latest round of bidding.**
- The Conference was opened for questions, concerns or comments. A total of fifteen (15) questions were asked during the Pre-Bid Conference. DHCD will publish these questions, along with its answers in a subsequent Q&A document.
- Adjournment: The meeting closed at 11: 39 a.m.